

MINIMAL AWARDS

15 DECEMBER 1975

ROUTING AND RECORD SHEET

SENSITIVE

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
5-E-54, HEADQUARTERS

EXTENSION

NO.

7394

DATE

12 December 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD
5E 69 Hqs.

12 DEC 1975

2. C/BSD
5E 69 Hqs.

12

3. DD/Pers/SP
5E 69 Hqs.

15 DEC 1975

4. DD/Personnel
5E 58 Hqs. 15 DEC 1975

15 DEC

5. Chairman, SAAC
5E 58 Hqs.

15

1 - 4: For your information.

5: Attached are Fourteen (14) Minimal Awards for your approval.

25X1A

15
Dec
75

7.

8.

9. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE

12-16-75

10. 5-E-54, HEADQUARTERS

25X1A

11.

12.

13.

14.

15.

SENSITIVE

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-350: dated 4 March 1975
[REDACTED], GS-08
Secretary
Directorate of Operations/EA

25X1A

A. Summary of Suggestion

1. Background

Classified and unclassified rubber stamps had the same appearance.

2. Suggestion

Have classified rubber stamps bear a distinctive code, i.e., bright red, to make them stand out from unclassified stamps. This distinction would eliminate the possibility of classified stamps inadvertently not being secured, resulting in a security violation.

B. Evaluations

1. OS said that any suggestion made with the hope of reducing the number of security violations is commendable. The OS Violations Officer said there have been no security violations due to classified stamps not being properly stored at night during the past two (2) years.

2. OTS/GARB said that considering the large number of rubber stamps they produce each year (12,000), it would be extremely difficult for GARB to make the decision as to which stamp should receive a colored handle. This would definitely hamper the production of stamps. As a counter proposal, GARB proposed that individual offices mark their own stamps with colored tape or spray paint made available through supply.


3. As a result of this proposal, OL/Headquarters Supply Room will affix tape or stickers to classified stamps for offices located within Headquarters. Components outside Headquarters will order the needed tape or stickers through supply channels to affix to their stamps. The November 1975 Logistics Advisory Notice 75-3 (attached) carries an article informing employees of this service.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$100 Award (MODERATE/BROAD).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and
Achievement Awards Committee

15/2
Date

100
Award

Att



LOGISTICS
ADVISORY NOTICE

NOVEMBER 1975

LAN 75-3

HELPFUL HINTS TO IMPROVE SYSTEM RESPONSE TO YOUR REQUISITIONS FOR MATERIEL

One of the most important data elements of a requisition is the Priority Code. This Code dictates the urgency of need for materiel. The assignment of the Priority Code by Supply Division is predicated on the "required by" date on the Form 88. Numerous customer requisitions have been received with blank required dates or an ambiguous "ASAP." Help The System Help You By Including A Realistic "Required By" Date.

Customers are reminded that within the supply system there is a certain percentage of stock numbers that are interchangeable with others within the system. These substitute items are similar in many respects to the original item and, utilized in an end item application, are suitable replacements for the original item. Requisitioners who are willing to accept a substitute item in lieu of a back order when insufficient assets are available, should annotate the remarks field of the Form 88 "substitute acceptable."

Supply Division is currently furnishing customers with an edited copy of their requisition (Form 88). This copy offers the customer an item-for-item status of his requisition. There appears, however, to be some confusion as to the status being furnished. To clarify, the "quantity released" block on the Form 88 reflects the quantity issued. In those cases where the "quantity released" is less than "quantity requested," the difference between the two will be the quantity that has been placed on back order even though the term "back order" or "BO" will not appear.

Customer requests for follow-up status on requisitions can be expedited if sufficient data is furnished by the customer. To facilitate research and follow-up action, requests for status should include the Document Control Number, the line item number, and the stock number.

An Employee Suggestion recommends a way to reduce chances of compromise and to avoid possible security violations in offices that use classified rubber stamps, i.e., using either red tape or red stickers to color code the handle of all classified stamps. This will visually identify them as sensitive, distinguish them from the unclassified stamps, and alert the user to secure them when they are not in use.

Offices within Headquarters need only to bring their classified stamps to the Headquarters Supply Room, GJ-10, and tape or stickers will be affixed while you wait. Components outside the Headquarters area are asked to reference this LAN on any requests for tape or stickers, as these items are not normally stocked but are procured in small quantities on a supply/demand basis.

25X1A

MORE ON THE COMMODITY TEAM CONCEPT

Book Dispatch, number 9468, dated 25 April 1974, outlined the Commodity Team concept, whereby each of three Commodity Sections is responsible for meeting requisitioner requirements for items identified by specific Federal Group and Class. It was recommended that providing separate requisitions recognizing these separate team responsibilities would benefit the requisitioner in the form of more expeditious requisition action as well as reducing the "paper shuffling" required in requisition processing.

We wish to commend the great majority of requisitioning activities that have adopted the recommended format and note that such action has been of significant benefit to the Headquarters task of implementing the present automated Inventory Control System (ICS). Requisition follow-up and expediting will also soon be conducted on a Commodity Team basis. We would like to reemphasize the importance of continued adherence to this requisitioning format. As an aide in this effort, we are providing a comprehensive breakdown by Commodity Section assignment of Federal Supply Classification Groups that should prove useful to all requisitioners:

FEDERAL SUPPLY CLASSIFICATION GROUPS

COMMODITY SECTION A

<u>Group Number</u>	<u>Group Description</u>
10	Weapons
11	Nuclear Ordnance
12	Fire Control Equipment
13	Ammunition and Explosives
14	Guided Missiles
15	Aircraft and Airframe Structural Components
16	Aircraft Components and Accessories
17	Aircraft Launching, Landing, and Ground Handling Equipment
18	Space Vehicles
19	Ships, Small Craft, Pontoons, and Floating Docks
20	Ship and Marine Equipment
22	Railway Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24	Tractors
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
31	Bearings
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
35	Service and Trade Equipment
36	Special Industry Machinery
37	Agricultural Machinery and Equipment
38	Construction, Mining, Excavating, and Highway Maintenance Equipment
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
42	Fire Fighting, Rescue, and Safety Equipment
43	Pumps and Compressors
44	Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
48	Valves
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
5960	Electron Tubes
5961	Semi-Conductors
62	Lighting Fixtures and Lamps
63	Alarm and Signal Systems

COMMODITY SECTION A

<u>Group Number</u>	<u>Group Description</u>
65	Medical, Dental, and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices
77	Musical Instruments, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment

COMMODITY SECTION B

58	Communication, Detection, and Coherent Radiation Equipment
59 (Except 5960, 5961)	Electrical and Electronic Equipment Components
61	Electric Wire, and Power and Distribution Equipment

COMMODITY SECTION C

70	General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Visible Record Equipment, and Data Processing Equipment
75	Office Supplies and Devices
76	Books, Maps, and Other Publications
79	Cleaning Equipment and Supplies
80	Brushes, Paints, Sealers, and Adhesives
81	Containers, Packaging, and Packing Supplies
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
87	Agricultural Supplies
88	Live Animals
89	Subsistence
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Fabricated Materials
94	Nonmetallic Crude Materials
95	Metal Bars, Sheets, and Shapes
96	Ores, Minerals, and their Primary Products
99	Miscellaneous

NOTE: Groups 21, 27, 33, 50, 57, 60, 64, 82, 86, 90, 92, 97, 98 are unassigned or deleted.

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-18: dated 10 May 1974

25X1A

GS-13

Budget Analyst
Office of the Director/Office of
the Comptroller

A. Summary of Suggestion

Make materials available to employees to modify their Agency parking permits to allow them to be hung from their cars' rear view mirror. Also, at the next issuance of the parking permits, print the permits on both sides.

B. Evaluation

1. In May 1974, Office of Logistics declined the suggester's proposals stating:

"The Parking Committee had concluded that determination of the best method to display parking permits was the responsibility of the individual employee. As for printing the permits on both sides at the time of the next issuance, the added expense of time and printing was not believed warranted."

2. However, in July 1975, the suggester brought to the Committee's attention the fact that the new parking permits were printed on both sides as he had suggested.


3. A current check with Office of Logistics revealed the parking permits issued in May 1975 were printed on both sides, and all future permits will be printed in the same manner. This action was not taken as a result of the suggestion, but by direction of the Parking Committee. However, OL said the suggester deserved recognition and rated intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 Award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

15/12
Date

25.
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-26: dated 10 April 1975

25X1A

[REDACTED], GS-09
Electronic Technician
Directorate of Administration/OC

A. Summary of Suggestion

1. Background

The 205J-1 Linear Amplifier front panel indicator lamp sockets were hazardous because both contacts were isolated from the housing. After some usage (changing bulbs), the contacts tended to rotate and short to the housing. When this happened, the housing was elevated to 200 volts. The housing is not grounded due to painted surfaces.

2. Suggestion

Replace sockets to eliminate the safety hazard.

B. Evaluation

1. OC said that examination of the sockets confirmed the existing hazard. There have been problems with the socket terminals shorting after turning the lamps during replacement. OC issued Modification Work Order 198-1 in November 1975 to instruct technicians in the replacement of the sockets (copy attached). A total of 110 sockets will be replaced (22 transmitters X 5 sockets per transmitter) at a total cost of \$165.

2. In addition to the personal danger, the possibility exists that the transmitter could become inoperative, thus affecting agent operations. Failure of a transmitter during a schedule could:

- a. Delay receipt of messages from the operational base.
- b. Increase the time the agent would have his receiving equipment exposed thereby affecting his safety.

OC rated intangible benefits SUBSTANTIAL/LIMITED.


CONFIDENTIAL

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$100 Award (SUBSTANTIAL/LIMITED).
3. Send to Defense Communications Agency for evaluation and possible use.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and
Achievement Awards Committee

15/12
Date

100.
Award

Att

CONFIDENTIAL

MWO 198-1

MANDATORY

MODIFICATION WORK ORDER

FOR

205 J-1 LINEAR

POWER AMPLIFIER

NOVEMBER 1975

TABLE OF CONTENTS

SECTION 1. GENERAL-----	Page 1
1.1 Equipment Affected-----	Page 1
1.2 Class of Modification-----	Page 1
1.3 References-----	Page 1
1.4 Modification Time Required-----	Page 1
SECTION 2. MATERIAL REQUIRED-----	Page 1
SECTION 3. REASON FOR MODIFICATION-----	Page 1
SECTION 4. MODIFICATION PROCEDURE-----	Page 2
SECTION 5. REMINDER-----	Page 2

SECTION 1. GENERAL

1.1 Equipment Affected

This modification will affect all 205J-1 Linear Power Amplifiers.

1.2 Class of Modification

This modification is MANDATORY.

1.3 References

1.3.1 Collins Radio Co., Instruction Book for 205J-1 Linear Power Amplifier.

1.3.2 No other MWO has been issued on this piece of equipment.

1.4 Modification Time Required

This modification should not take more than 30 minutes to complete.

SECTION 2. MATERIAL REQUIRED

ITEM NO.	STOCK NO.	NOMENCLATURE	QTY.
1.	NIS	Socket, Lamp; Dialco 32-4001-0431-302; Color Red	1 ea.
2.	NIS	Socket, Lamp; Dialco 32-4001-0432-302; Color Green	1 ea.
3.	NIS	Socket, Lamp; Dialco 32-4001-0433-302; Color Amber	1 ea.
4.	NIS	Socket, Lamp; Dialco 32-4001-0434-302; Color Clear	2 ea.

SECTION 3. REASON FOR MODIFICATION

This modification will eliminate a potentially dangerous voltage on front panel (both power supply and RF Amplifier) caused by power quality lamp sockets.

SECTION 4. MODIFICATION PROCEDURE

- 4.1 Remove and replace the four lamp sockets on the front panel of the power supply (Filament, Bias, L.V. Plate and H.V. Plate lamps). See Figure 1.

NOTE

The L.V. Plate lamp is presently a color blue use the new clear lamp as a replacement.

- 4.2 Remove and replace the one lamp socket on the front panel of the R.F. Amplifier (Ready Operate Lamp). See Figure 2. This is presently a color blue use the new clear lamp as a replacement.

SECTION 5. REMINDER

An MWO Identification Plate should be placed on the front panel of the R.F. Amplifier, left side, under the identification plate (transmitter group - CA-1448/GRT). The MWO plate should be marked as follows:

5.1 MWO 198-1

5.2 Date of Modification

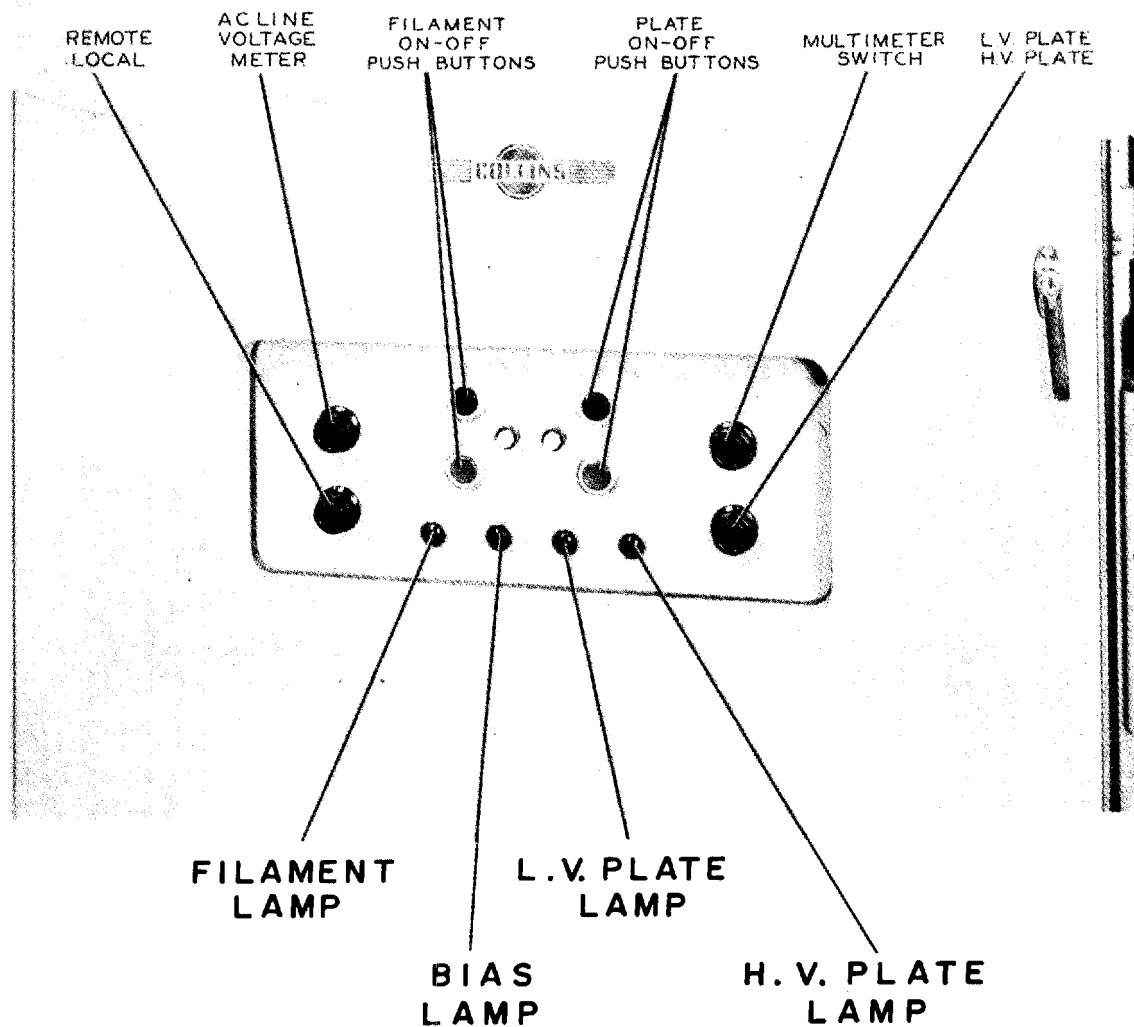


FIGURE I
POWER SUPPLY, LOCATION OF OPERATING CONTROLS

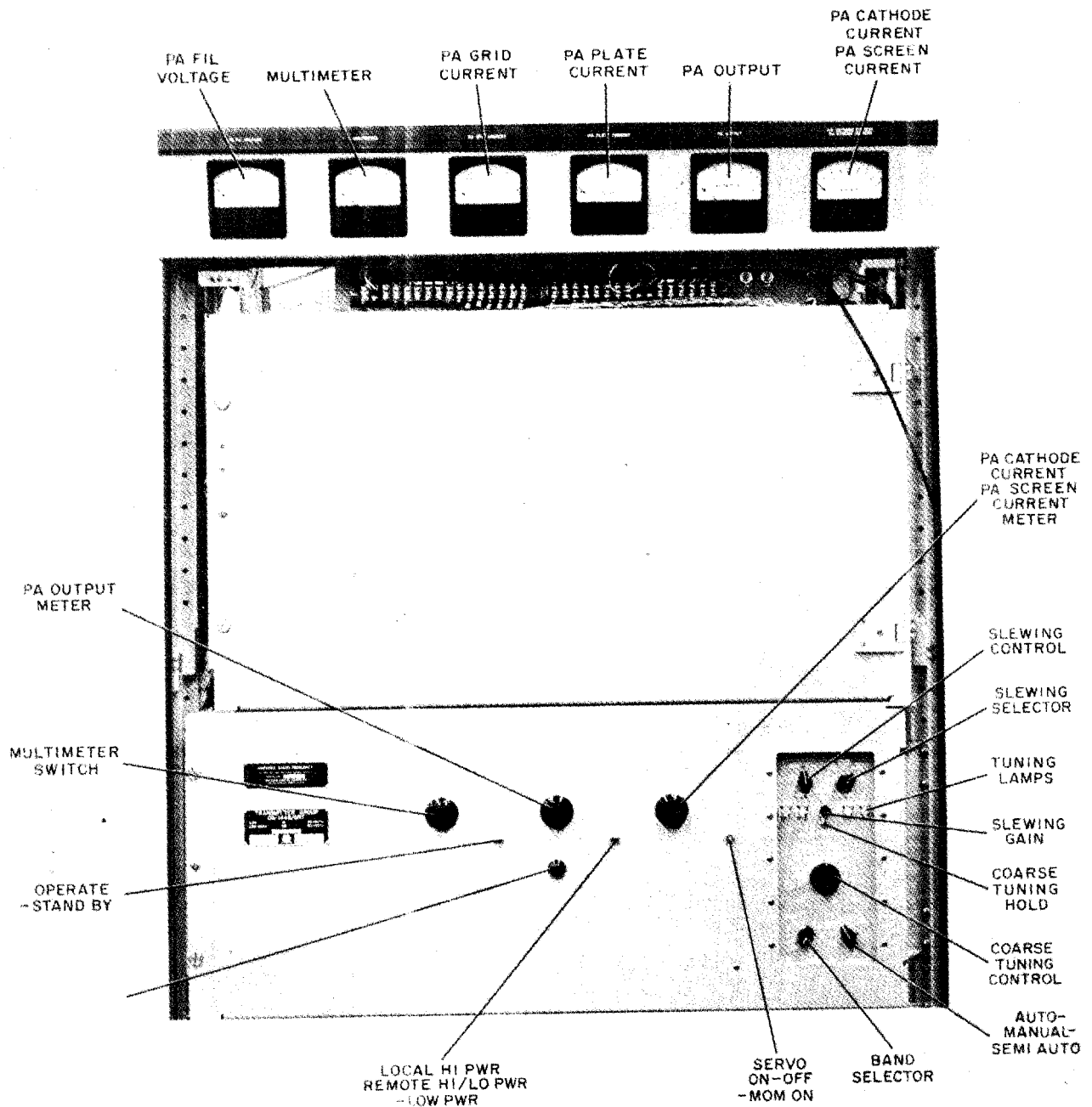


FIGURE 2
RF AMPLIFIER, LOCATION OF OPERATING CONTROLS

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 76-67: dated 23 July 1975
[REDACTED], GS-07
Training Assistant
Directorate of Science and
Technology/NPIC

A. Summary of Suggestion

1. Background

There was no reliable method for relaying phone messages to visitors of the NPIC auditorium. The secretary had to locate the individual to relay the message.

2. Suggestion

Locate a message board convenient to auditorium visitors and post all phone messages thereon.

B. Evaluation

1. NPIC said that in September 1975 a large bulletin board designated "MESSAGES" was placed outside the NPIC auditorium. The bulletin board was fabricated "in-house". The heading on the bulletin board is to be changed to "VISITOR MESSAGES".

2. NPIC rated intangible benefits MODERATE/LIMITED. There are no appreciable man-hour savings, but rather, it is a convenience to the visitors and the secretary responsible for delivering messages.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$25 Award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and
Achievement Awards Committee

15/12
Date

25.
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 76-125: dated 10 October 1975
[REDACTED], GS-12
Test Engineer
Directorate of Science and
Technology/NPIC

A. Summary of Suggestion

1. Background

During the modification of the optics for the Mann 1210 Comparator it was found necessary to widen the opening in the circular stage to accommodate the movement of the illuminating light source. Mann Corporation submitted a bid for \$3,570 to widen the opening in the circular stage (copy of the contractor's bid attached). Tasks 8 and 9 probably would not have been done, so the bid total would have been \$2,810.

2. Suggestion

The suggester accomplished the modification "in-house" for \$75.

B. Evaluation

1. NPIC said that the modification was completed on 30 September 1975 (detailed description of savings attached). The Mann Comparator is used heavily during crisis situations. If the modification had been done by the contractor, down time would have been about a week. The suggestion cut down time to one day. NPIC rated intangible benefits MODERATE/LIMITED.

2. Application is limited to NPIC because it will be two (2) years or more before IAS, DIA and SPAD get the optics.

C. Recommendation of the Executive Secretary


1. Not line of duty. [REDACTED] is not responsible for modifications to equipment. He is a test engineer who checks equipment from the contractor to ensure that it works properly, keeps up-to-date with the progress of the contractor, and is a consultant for the project.

25X1A

2. \$240 award based on tangible savings of \$2,735 (\$190), plus MODERATE/LIMITED intangible benefits (\$50).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and
Achievement Awards Committee

15/12
Date

240.
Award

Atts

1. Measure contour of upper surface using surface plate and indicators.
2. Arrange suitable fixtures on band saw.
3. Saw hole roughly to size.
4. Arrange fixtures and casting on milling machine.
5. Mill to size.
6. Deburr.
7. Remeasure contour.
8. Lap flat if necessary.
9. Passivate (black oxide).
10. Pack for shipping and ship.
11. Trip for installation and checkout.

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

Tasks 1 through 7

Engineer	40 HR	\$1,400	
Machinist	40 "	<u>640</u>	\$2,040

Tasks 8 and 9

Engineer	8 "	280	
Optician	24 "	<u>480</u>	\$ 760

Tasks 10 and 11

Engineer	16 "	560	
Trip Expenses		160	
Surface Shipping		<u>50</u>	\$ 770
			\$3,570
			<u>-760</u>
			2,810

CONTRACTOR COST ESTIMATE FOR TABLE MODIFICATIONS

Tasks 1 through 7

Engineer	40 hrs.	\$1,400
Machinist	40 hrs.	<u>640</u>
		\$2,040

Tasks 8 and 9 *

Engineer	8 hrs.	280
Optician	24 hrs.	<u>480</u>
		\$ 760

*We would not have paid for these tasks.

Tasks 10 and 11

Engineer	16 hrs	560
Trip Expenses		160
Surface Shipping		<u>50</u>
		\$ 770

CONTRACT: \$3,570

ADJUSTED TANGIBLE SAVINGS

\$3,570 - Contract bid from Mann

- 760 - Tasks we would not have paid for

- 75 - "In House" costs for man hours
and material

\$2,735 - Tangible Savings

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 76-141: dated 14 October 1975
[REDACTED] GS-05
Library Assistant
Directorate of Intelligence/CRS

A. Summary of Suggestion

1. Background

Form 569 (TAB A) is used to schedule requests for loans and screenings of film and videotape used by CRS/Pictorial Services Branch. The form contains all pertinent information about a film and is maintained as a permanent record. The form was outdated and in need of revision.

2. Suggestion

Revise Form 569 to eliminate several extraneous information blocks no longer used by PSB and to include additional space for useful data.

B. Evaluation

1. CRS revised Form 569 (TAB B) in October 1974, as a result of this suggestion. The revised card, along with previous versions, control over 29,000 films and videotapes acquired by Pictorial Services Branch. An estimated 2,000 cards are used annually.

2. Benefits realized from use of the revised form are:

a. Provides space for inventory control and Agency Records Center information.

b. Deletes information blocks that are no longer needed by the film library.

c. Increases space for scheduling loan and screening of film.

d. Facilitates identification of films by source with different colored cards.

e. Eliminates repetitive information typed on the card (the information located on the bottom portion of the form is no longer typed on both sides of the card) saving 22 man-hours annually @ \$4.29 per hour (GS-5/1) or \$94.38 annually.

CRS rated intangible benefits MODERATE/LIMITED.

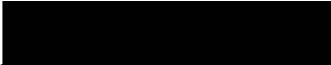
C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$50 award based on combined savings of \$94.38 annually and intangible benefits of MODERATE/LIMITED.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

15/12
Date

50.
Award

Atts

CONTROL NO.	ATTACHMENT A OLD FORM 569										CLASS	PN
-------------	------------------------------	--	--	--	--	--	--	--	--	--	-------	----

REQUESTER	OFFICE	REQUEST NO.	BOOKING DATE	DATE LOANED	DATE DUE	RETURNED

REMARKS:

SOURCE / CONTACT	SOURCE NO.		DATE REC.		DATE DUE		LOT NO.		LANGUAGE		ANALYST	
PROD. OR DIST.	DATE	MM	SI	SD	CO	BW	REELS	FEET	TIME	NIT	VAULT	SLOT

CONTROL NO.											CLASS.	PN
-------------	--	--	--	--	--	--	--	--	--	--	--------	----

STATSPEC

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

Next 1 Page(s) In Document Exempt

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

~~CONFIDENTIAL~~

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-186: dated 19 November 1975
[REDACTED], GS-10
Telecommunications Specialist
Directorate of Administration/OC

25X1A

A. Summary of Suggestion

1. Background

During emergency situations, the volume and precedence of cable traffic increases considerably. At stations using one-time tape cryptographic keying material, the workload is dramatically increased because the keying material for high precedence messages is located at different points on the reel and even among three or four different reels of tape. This results in the operator having to continually unwind and rewind the tapes to get at the key segments involved in each message. The additional communications workload results in message delays at the worst possible time.

2. Suggestion

Use one reel of key tape for "immediate" and higher precedence messages and another for "priority" and "routine" traffic. The reels need not be formally designated as such since initial encipherment in any given reel of key tape would determine the precedence grouping for all encipherments on that reel. Thus, key tape for cable traffic of "immediate" or higher precedence could be quickly located, speeding up the decryption and delivery of "immediate" messages. Once the "immediate" traffic is delivered, the key tape for "priority" and "routine" traffic would be equally easy to locate.

~~CONFIDENTIAL~~

E2 IMPDET CL BY 060128

~~CONFIDENTIAL~~

B. Evaluation

1. OC said that, as a result of this suggestion, segregating encipherment of high precedence traffic on different reels has been done on two occasions by the Headquarters Signal Center, namely: a. First for 25X1A [REDACTED] due to an extended outage on the leased circuit because of a break in the submarine cable. During this period, the Telecommunications Unit [REDACTED] had to 25X1A activate its radio facilities to handle [REDACTED] 25X1C traffic for ten posts. As a result, Agency ROUTINE traffic was buried at the bottom of the queue. At one time because of numerous missing check numbers, [REDACTED] was deciphering precedence traffic from four different reels. Segregating traffic helped considerably in this case since the communicator did not have to keep unwinding and rewinding reels of key tape as the messages trickled in. b. Second, when 25X1A [REDACTED] was experiencing basically the same problem due to lease outages, OC Headquarters again instituted this procedure which obviously proved beneficial to the 25X1A OC man in [REDACTED]. There is no question that the suggested procedure saves time; however, it is difficult to assign a fixed value to it.

2. OC will not issue a written order to implement the suggestion. Instead, the system will be applied by OC Headquarters when C/OC Operations or the Signal Center spot a crisis situation and the affected station(s) will be informed of the change.

3. OC recommended a \$100 award based on SUBSTANTIAL/LIMITED intangible benefits.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$100 award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

25X1A

Chairman, [REDACTED] Suggestion and Achievement
Awards Committee

15/12
Date

100.
Award

~~CONFIDENTIAL~~

SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

INVENTION NO. 72-208: dated 10 July 1970

[REDACTED], GS-15
SA/DO (Now DDO/FR) (Retired)
Directorate of Operations, [REDACTED]
[REDACTED]
Contractor
Directorate of Science and
Technology/ORD

25X1A

25X1A

25X1A

A. Summary of Invention

Record of Invention attached.

B. Additional Information

25X1A

According to [REDACTED]
attached, [REDACTED] is eligible for an invention
disclosure award of \$50 and one-half of the Notice of
Allowability award of \$100 or \$50. Because [REDACTED]
was an outside contractor, he is not eligible for a
share of the invention award.

25X1A

25X1A

C. Recommendation of Executive Secretary

Total invention award of \$100 to [REDACTED] -
\$50 Disclosure Award and \$50 Notice of Allowability
Award. Chairman, CIA Patents Board concurs.

25X1A

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and
Achievement Awards Committee

15/12
Date

100.
Award

Atts

SECRET

E2 IMPDET CL BY 060128

Next 16 Page(s) In Document Exempt

ADMINISTRATIVE—INTERNAL USE ONLY

STATINTL

PERSONNEL

38. SUGGESTION, INVENTION, SPECIAL ACHIEVEMENT, AND EXCEPTIONAL ACCOMPLISHMENT AWARDS

a. GENERAL

- (1) Section 4503, Title 5, United States Code, Chapter 45, Incentive Awards, stipulates that the head of an agency may pay a cash award and incur necessary expense for the honorary recognition of an employee who (a) by his suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations; or (b) performs a special act or service in the public interest in connection with or related to his official employment.
- (2) It is the policy of the Central Intelligence Agency to encourage employees to participate in the improvement of all phases of Agency operations. Awards are granted for special achievements, sustained superior performance, and exceptional accomplishments; for the adoption of constructive ideas, inventions, problem solutions, and cost avoidance or cost effective proposals; and for plans or achievements that improve mission effectiveness, methods, equipment, procedures, and operations, or provide for energy conservation.
- (3) By law, these monetary awards may not exceed \$5,000, except that the United States Civil Service Commission may approve an award not in excess of \$25,000 for a highly exceptional and unusually outstanding contribution or achievement. When the protection of sensitive operations, developments, and accomplishments is necessary, however, the Director of Central Intelligence may approve the appropriate level of awards under the provisions of the CIA Act of 1949.

b. AWARDS

(1) SUGGESTION AND INVENTION AWARDS

- (a) The Agency may grant monetary awards for suggestions and inventions as follows:
 - (1) For Tangible Savings to the Agency. When an improvement results in a monetary savings in Agency operations, the amount of the award will normally be based on the estimated net monetary savings for the first full year of operation following adoption of the improvement.
 - (2) For Intangible Benefits to the Agency. When an improvement cannot be appraised on the basis of monetary savings, the scope of its application will be fully considered and the amount of award will be based on the benefits to Agency operations.
 - (3) For Inventions of Value to the Agency or Government. When an invention developed within or outside the inventor's job responsibilities results in the execution of a patent application with a license to the Government or is used in the public interest, an invention award of \$50 for disclosure will be paid the inventor. If two or more employees are coinventors, each will receive the \$50 disclosure award. Upon issuance of a patent, or Notice of Allowability by the United States Patent Office when the application is placed under secrecy, an additional invention award of \$100 will be paid to the inventor. If more than one inventor is involved, the final award of \$100 for the invention will be divided equally among the eligible coinventors. Employees will continue

→Revised: 4 February 1975 (851)

97

ADMINISTRATIVE—INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHARIMAN

25X1A INVENTION NO. 74-56: dated 14 November 1972
[REDACTED] GS-11
Project Officer
Directorate of Science and
Technology/NPIC

25X1A A. Summary of Invention

[REDACTED]
(detailed description in the attached Patent).

B. Additional Information

25X1A 1. A Patent was issued to [REDACTED]
[REDACTED]

25X1A

25X1A 2. According to [REDACTED]
[REDACTED] is entitled to a \$50
invention disclosure award and a \$100 award for the
issuance of a patent, for a total of \$150.

25X1A

3. NPIC reports that when the patent application
was undertaken a couple of years ago, some potential
Government interest appeared feasible. However, with
the passage of time there is no immediate Intelligence
Community use anticipated. The Development Group in
NPIC does not currently have the [REDACTED] on the
drawing board but indicates that this could change if
unforeseen requirements arise.

25X1A

C. Recommendation of Executive Secretary

Total invention award of \$150.

D. Decision of the Chairman

25X1A

Chairman, Suggestion and Achievement
Awards Committee

15/12
Date

150.
Award

Atts

25X1A

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

Next 7 Page(s) In Document Exempt

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

ADMINISTRATIVE—INTERNAL USE ONLY

PERSONNEL

STATINTL

38. SUGGESTION, INVENTION, SPECIAL ACHIEVEMENT, AND EXCEPTIONAL ACCOMPLISHMENT AWARDS

a. GENERAL

- (1) Section 4503, Title 5, United States Code, Chapter 45, Incentive Awards, stipulates that the head of an agency may pay a cash award and incur necessary expense for the honorary recognition of an employee who (a) by his suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations; or (b) performs a special act or service in the public interest in connection with or related to his official employment.
- (2) It is the policy of the Central Intelligence Agency to encourage employees to participate in the improvement of all phases of Agency operations. Awards are granted for special achievements, sustained superior performance, and exceptional accomplishments; for the adoption of constructive ideas, inventions, problem solutions, and cost avoidance or cost effective proposals; and for plans or achievements that improve mission effectiveness, methods, equipment, procedures, and operations, or provide for energy conservation.
- (3) By law, these monetary awards may not exceed \$5,000, except that the United States Civil Service Commission may approve an award not in excess of \$25,000 for a highly exceptional and unusually outstanding contribution or achievement. When the protection of sensitive operations, developments, and accomplishments is necessary, however, the Director of Central Intelligence may approve the appropriate level of awards under the provisions of the CIA Act of 1949.

b. AWARDS

(1) SUGGESTION AND INVENTION AWARDS

(a) The Agency may grant monetary awards for suggestions and inventions as follows:

- (1) For Tangible Savings to the Agency. When an improvement results in a monetary savings in Agency operations, the amount of the award will normally be based on the estimated net monetary savings for the first full year of operation following adoption of the improvement.
- (2) For Intangible Benefits to the Agency. When an improvement cannot be appraised on the basis of monetary savings, the scope of its application will be fully considered and the amount of award will be based on the benefits to Agency operations.
- (3) For Inventions of Value to the Agency or Government. When an invention developed within or outside the inventor's job responsibilities results in the execution of a patent application with a license to the Government or is used in the public interest, an invention award of \$50 for disclosure will be paid the inventor. If two or more employees are coinventors, each will receive the \$50 disclosure award. Upon issuance of a patent, or Notice of Allowability by the United States Patent Office when the application is placed under secrecy, an additional invention award of \$100 will be paid to the inventor. If more than one inventor is involved, the final award of \$100 for the invention will be divided equally among the eligible coinventors. Employees will continue

→Revised: 4 February 1975 (851)

97

ADMINISTRATIVE—INTERNAL USE ONLY

SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

INVENTION NO. 76-216: dated 2 September 1969
[REDACTED] SPS-4
Physical Scientist
Directorate of Science and
Technology/ORD

25X1A

[REDACTED]
Consultant to ORD (non-Agency
employee)

25X1A

A. Summary of Invention

25X1A

25X1A

Detailed description of the [REDACTED]
[REDACTED] invented by [REDACTED] and
[REDACTED] attached.

25X1A

25X1A

B. Additional Information

25X1A

According to [REDACTED],
[REDACTED] is eligible for an invention disclosure
award of \$50 and one-half of the Notice of Allowability
Award of \$100 or \$50. Because [REDACTED] was an out-
side consultant, he is not eligible for a share of the
invention award.

25X1A

25X1A

C. Recommendation of Executive Secretary

Total invention award of \$100 to [REDACTED]
\$50 Disclosure Award and \$50 Notice of Allowability
Award. Chairman, CIA Patents Board concurs.

25X1A

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and Achievement
Awards Committee

15/12
Date

100.
Award

SECRET

Next 20 Page(s) In Document Exempt

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

INVENTION NO. 76-217: dated 3 December 1973

[REDACTED] SPS-4

25X1A

Physical Scientist

[REDACTED] GS-14

25X1A

IO Nuclear Energy

Directorate of Science and

Technology/ORD

A. Summary of Invention

25X1A

Patent attached describing a [REDACTED]

25X1A

invented by [REDACTED]

25X1A

B. Additional Information

25X1A

25X1A

[REDACTED]
[REDACTED] are eligible for an invention disclosure award of \$50 each or a total of \$100 and a \$100 award, equally shared, for the patent issuance.

C. Recommendation of Executive Secretary

Total invention award of \$200, equally shared.

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and Achievement
Awards Committee

15/12

Date

200.
Award

Att

STATINTL

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

Next 4 Page(s) In Document Exempt

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

A S S I G N M E N T

25X1A

Title

Inventors

Serial No.

Filed

Declaration
Executed

WE, The undersigned inventors in consideration of the rights of the Government of the United States acquired by virtue of the circumstances under which the above entitled invention was made hereby:

ASSIGN to the Government of the United States, as represented by the Secretary of the Army, the entire right, title and interest throughout the United States, its territories, possessions, Puerto Rico, and in all countries foreign to the United States, in and to the above entitled invention and application for patent and all Letters Patent issuing thereon, and any continuation, continuation-in-part or division of said application and any re-issue or extension of said Letters Patent.

AUTHORIZE the Government to file patent applications in any or all countries on any or all of said inventions and discoveries in our names or in the name of the Government or otherwise as the Government may deem advisable, under the International Convention or otherwise.

AGREE to provide any further information within our knowledge and to execute any further documents necessary to the prosecution of patent applications on the invention, the prosecution and settlement of interferences and recording of title to patent applications and patents issuing thereon.

4 Sept 1973
(Date)

25X1A

4 Sept. 1973
(Date)

STATINTL

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

INVENTION NO. 76-218: dated 14 January 1974
[REDACTED], SPS-4
IO Physical Scientist
Directorate of Science and
Technology/OEL

25X1A

A. Summary of Invention

25X1A

25X1A

Patent attached describing a [REDACTED]
[REDACTED] invented by [REDACTED]

25X1A

B. Additional Information

25X1A

According to [REDACTED]
[REDACTED] is eligible for an invention disclosure
award of \$50 and a \$100 award for the patent issuance.

25X1A

C. Recommendation of Executive Secretary

Total invention award of \$150.

D. Decision of the Chairman

25X1A

Chairman, [REDACTED] Movement
Awards Committee

15/12

Date

150.
Award

Att

STATINTL

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1

Next 14 Page(s) In Document Exempt

Approved For Release 2000/06/19 : CIA-RDP80-00706A000100040001-1